Advisor Meeting Agenda Week 8

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| **Meeting Date** | **Meeting Time** | **Location** |
| [18/04/2016] | 11:00 - 12:00 | T7 |

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| **Meeting Leader** | Xiaochen Li |
| **Meeting Purpose** | Advisor Weekly Meeting |
| **Project Purpose** | Website for Atech Computers |

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| **Agenda Item** | **Who’s Responsible** | **Time Allotted** |
| 1. Apologies | Team |  |
| No apology required | | |
| 2. Acceptance of previous minutes |  |  |
| Discussed whether we agree with the items of previous minutes. | | |
| 3**.** Action Items from previous minutes | | |
| 3.1 | Team |  |
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| **Agenda Item – Business** | **Who’s Responsible** | **Time Allotted** |
| 1. Check progress report | Chalinor |  |
| Discuss the progress report | | |
| 1. Work this week | Xiaochen |  |
| Discuss the task allotted to team members | | |
| 1. 2nd Audit |  |  |
| Discussion on documentation for 2nd audit | | |
| 4. Other Business |  |  |
| No other business is related. | | |
| 5. Confirmation of next meeting | Xiaochen |  |
| Next advisor meeting will be on 25th April, 2016 (Monday) | | |